

Administrative Expenses - Motion to Allow

Instructions:

Select *Bankruptcy*

Select *Motions/Applications*

Enter case number

Verify case number is correct

Select Document Event: [Allow Administrative Expenses](#)

Insert “Notice” if the document is titled Motion and Notice

Select Party.

- Party filer not listed, Add/Create New Party.

Browse, verify and attach the correct pdf file.

- Add attachments, if applicable.

Review Docket Text for accuracy

Warning!! Verify entry is correct before submitting.